



State of New Jersey

Department of Human Services

Philip Murphy
Governor
Sheila Y. Oliver
Lt. Governor
Sarah Adelman
Commissioner

The New Jersey Department of Human Services invites you to apply for the following position:

JOB POSTING NUMBER	542-21	ISSUE DATE	7/28/23	CLOSING DATE	Continuous
TITLE	Quality Assurance Specialist, Health Services	RANGE	P 26		
LOCATION	Department of Human Services Office of Program Integrity and Accountability Various Units Various Locations (see below)	SALARY	\$68,635.84 - \$97,643.83		
OPEN TO	CURRENT STATE EMPLOYEES				
DEFINITION	Under the supervision of a Quality Assurance Coordinator or other supervisory official in the Office of Program Integrity and Accountability (OPIA), the Quality Assurance Specialist performs critical functions within the New Jersey Department of Human Services (DHS) completing activities related to incident management, verification and investigation; conducts unannounced risk assessments of DHS licensed residential programs; completes routine and unannounced licensing inspections of DHS residential programs; and facilitates necessary background check information for programs under purview of the Department of Human Services and the Department of Children and Families (DCF).				
REQUIREMENTS					
EDUCATION	A license as a Registered Nurse in the State of New Jersey.				
EXPERIENCE	Four (4) years of experience as a Registered Nurse, one (1) year of which is specialized experience including the monitoring and/or evaluation of clinical or human services records and programs in a mental health, geriatric, health care setting, or human services agency.				
NOTE	<p>Applicants who do not possess the required education may substitute additional experience on a year-for-year basis.</p> <ul style="list-style-type: none"> ➤ A Bachelor's degree, and three (3) years of specialized experience in the field of quality assurance in a mental health, geriatric, health care setting, or human services agency which includes monitoring and/or evaluation of clinical or human services records and programs which may include allegations of abuse, neglect, exploitation, or incidents of client abuse or safety and well-being, may be substituted for the above license and experience requirements. ➤ A Master's degree in Public Health or a health care related field may be substituted for one (1) year of indicated experience. ➤ This announcement is a continuous recruitment opportunity and will be used to fill any future Quality Assurance Specialist, Health Service vacancies within the Office of Program Integrity and Accountability (OPIA). You should only apply to this announcement once, as your resume will be kept and considered for any future vacancies. Please indicate on your response email and cover letter any preferred work locations and unit(s). ➤ Possible locations include: Flanders, Newark, Somerville, Freehold, Trenton, New Lisbon, Voorhees, and Mays Landing. ➤ OPIA units include: <ul style="list-style-type: none"> ○ Critical Incident Management Unit (CIMU) – CIMU conducts administrative reviews of investigation reports to ensure compliance with Department of Human Services policies and A.O. 2:05, facilitates and oversees the appropriate tracking, management and organizational response to all reported incidents occurring in facilities, agencies and programs licensed, regulated, or receiving funding from Department of Human Services. ○ Employment Controls and Compliance Unit (ECCU) – ECCU ensures compliance with statues and regulations requiring Department of Human Services and Department of Children and Families to conduct criminal history background checks for Department of Human Services and DCF Contributors. ○ Field Safety and Services Unit (FSSU) – FSSU performs unannounced visits to individuals being served by the Department of Human Services in licensed residential setting in order to promote their health and safety. <ul style="list-style-type: none"> ▪ Shift hours - 10am to 6pm (some weekend hours may be required) ○ Incident Verification Unit (IVU) – IVU conducts incident verifications in response to identified incidents and allegations alleged to have occurred at the Department of Human Services facilities and community programs. This unit is charged with ensuring all verifications are completed within 48 hours of submission of the incident. <ul style="list-style-type: none"> ▪ Some Saturday/weekend hours may be required ○ Office of Investigations (OI) – OI conducts thorough, independent, objective and timely civil investigations of incidents and allegations involving individuals served by the Department of Human Services. ○ Office of Licensing (OOL) – OOL is the licensing and regulatory authority of the Department of Human Services. The OOL regulates programs serving persons with developmental disabilities and brain injuries. 				
NOTE FOR	Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable				

FOREIGN DEGREES	evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.
LICENSE	Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.
IMPORTANT NOTICE	
RESIDENCY	Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.
NOTE(S)	<ul style="list-style-type: none"> * Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made. * <u>Telework</u>: This position may be eligible to participate in the Department's pilot "Telework Program", which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management. Details on this, and other benefits, will be made available throughout the interview process. * <u>Covid Screening</u>: Certain DHS positions may require COVID-19 vaccination or may be subject to testing/screening. * <u>SAME Applicants</u>: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: https://nj.gov/csc/same/overview/index.shtml, email: SAME@csc.nj.gov, or call CSC at (833) 691-0404.
DRUG SCREENING	If you are a candidate for a position that involves direct client care with the Department of Human Services, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing will be at your expense. Candidates with a positive drug test result or those who refuse to be tested and/or cooperate with the testing requirement will not be hired. You will be advised if the position for which you're being considered requires drug testing and how to proceed with the testing.
FILING INSTRUCTIONS	
<p>Forward a cover letter and resume electronically to: DHS-CO.Resumes@dhs.nj.gov You must include the Job <i>Posting #</i>, and <i>Last Name</i> in the subject line of your email. Example: (123-22, Smith)</p>	

New Jersey Department of Human Services is an Equal Opportunity Employer